

Roles and responsibilities of Head of Music

Job purpose:

- To take specific responsibility for Music within the Performing Arts curriculum.
- To lead, manage and co-ordinate the strategic development of Music within Performing Arts in the school, in order to maintain at least good achievement in school.
- To lead monitor and evaluate the innovation and development of teaching and learning strategies within Music.
- To be accountable for student attainment and progress in Music, ensuring every student achieves and exceeds their potential, and be able to evidence this.
- To work closely with the Head of Performing Arts in contributing to the continuing improvement of standards within the department, deputising for the Head of Performing Arts when necessary.
- To contribute to the task of managing curriculum changes in partnership with the Head of Performing Arts.
- To raise the profile of the department within school.
- To provide extra-curricular opportunities for the department.
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a department and school approach.

Teaching responsibilities:

- To undertake a designated programme of teaching across all key stages for Music and possibly other Performing Arts disciplines.
- To teach consistently high quality lessons.
- Act as a role model through an open door policy to lessons and modelling best practice in lessons.
- To maintain appropriate records and to provide accurate and up-to-date information for SIMS, registers.
- To complete the relevant documentation to assist in the tracking of pupils.
- Set expectations for staff and students in relation to standards of achievement and the quality of Teaching and Learning.
- Prioritise and manage time effectively, ensuring continued professional development in line with the role.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for Music.
- To follow the school policies and procedures and ensure the department does as a whole.
- To ensure the effective deployment/efficient deployment of classroom support.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regards to punctuality behaviour, standards of work and homework.
- Promote Performing Arts learning through out of hours activities.